

YOUTH SERVICES POLICY

Title: Youth Code of Conduct - Secure Care Next Annual Review Date: 01/15/2013	Type: B. Classification, Sentencing and Service Functions Sub Type: 5. Administrative Remedy Procedure/Disciplinary Process Number: B.5.1
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References: Act 351 of the 2010 Regular Session of the Legislature; ACA Standards 2-CO-3C-01 and 2-CO-4A-01 (Administration of Correctional Agencies); 4-JCF-3B-01, 4-JCF-3B-02, 4-JCF-3B-03, 4-JCF-3B-04, 4-JCF-3B-05, 4-JCF-3B-06, 4-JCF-3B-07, 4-JCF-3B-08, 4-JCF-3B-10, 4-JCF-3C-05, 4-JCF-3C-06, 4-JCF-3C-07, 4-JCF-3C-08, 4-JCF-3C-09, 4-JCF-3C-10, 4-JCF-3C-11, 4-JCF-3C-12, 4-JCF-3C-13, 4-JCF-3C-14, 4-JCF-3C-15, and 4-JCF-3C-16; CJCA Performance-based Standards for Juvenile Correctional Facilities OEP1, OEP2, OEP3, OEP4, OEP5, OEP6, PP18; YS Policies B.2.3 "Direct Admission", B.2.7 "LAMOD Program", and C.4.5 "Cell Restriction"	
STATUS: Approved	
Approved By: Mary L. Livers, Deputy Secretary	Date of Approval: 12/12/2011

I. AUTHORITY:

Deputy Secretary of Youth Services as contained in La. R.S. 36:405. Deviation from this policy must be approved by the Deputy Secretary.

II. PURPOSE:

To establish the Youth Code of Conduct as a Youth Services (YS) policy, whereby youth are rewarded for positive behaviors and held accountable for negative behaviors.

III. APPLICABILITY:

Deputy Secretary, Assistant Secretary, Undersecretary, Deputy Undersecretary, Chief of Operations, Deputy Assistant Secretary/Facilities, Facility Directors, secure care staff, contract providers, volunteers, interns and all secure care youth.

IV. POLICY:

It is the Deputy Secretary's policy that a youth disciplinary system shall be in place to address inappropriate/problematic adolescent behaviors through an informal resolution process, and to address violations formally through a written report and due process in order to preserve structure and order in the facilities.

V. DEFINITIONS:

Administrative Remedy Procedure - a formal review process through which a youth may seek resolution of complaints relating to his stay in secure care (refer to YS Policy B.5.3).

Assault – For the purposes of this policy an assault is an offensive, aggressive intentional act.

Code of Conduct Committee - staff members selected to hear Code of Conduct Violation Reports.

Code of Conduct Committee Chairman – staff members selected and trained by the Code of Conduct/Legal Programs Officer to chair and conduct Code of Conduct Hearings.

Code of Conduct Due Process Hearing - a hearing conducted by the Code of Conduct Committee that has been convened to hear Violation Reports, and provides the youth with an opportunity to be heard. The youth shall have additional rights as outlined in Section IX.C.

Code of Conduct / Legal Programs Office – the administrative section or department of a secure care facility that manages the Code of Conduct process and proceedings, and records information in the Code of Conduct database.

Code of Conduct / Legal Programs Officer – the staff member(s) responsible for managing and operating the Code of Conduct /Legal Programs Office.

Code of Conduct Violation - behavior which disrupts the provision of services or threatens the safety of the facility, the youth, visitors and/or staff, and results in a Due Process Hearing before the Code of Conduct Committee. The Code of Conduct Committee will hear the violation, discuss the youth's behavior, and encourage the youth to identify and change the negative behavior to positive behavior by imposing consequences.

Deferral - the act or an instance of delaying or putting off.

Inappropriate/Problematic Adolescent Behavior – youth behavior that does not require due process and can be resolved without the imposition of serious penalties. Inappropriate/problematic adolescent behaviors do not violate any state or federal statutes, and shall be resolved informally through LAMOD therapeutic approaches by staff.

Horseplay – Rowdy or rough play in which all participants are willfully participating which may or may not result in injury. Horseplay shall be addressed through the LAMOD Group Process.

Informal Resolution Process - the purpose of the Informal Resolution Process is to identify and change inappropriate/problematic behavior.

- a. Individual Process - a discussion between a youth and staff regarding the youth's inappropriate / problematic behavior .
- b. Group Process - a discussion among the youth's group (youth and staff) regarding the youth's inappropriate / problematic behavior.

Staff Representative - a specially trained staff member assigned to represent youth at Code of Conduct Hearings. The staff representative's duties may include advising the youth of his hearing rights, presenting evidence, asking questions, raising defenses, and advising the youth about his appeal rights.

YS Staff – For the purposes of this policy, staff includes employees, contract providers, volunteers, education staff, and interns.

VI. YOUTH ORIENTATION:

- A. Within 24 hours of Direct Admission to a secure care facility, youth shall be advised of the Youth Code of Conduct both verbally and in writing. The Youth Receipt of the Code of Conduct [See attachment B.5.1(a)] shall be signed by both the youth and staff, and placed in the youth's Master Record under Clip VI.
- B. Translators shall be provided for youth who do not understand English. In addition, assistance shall be provided to any youth who is unable to read or comprehend written or verbal explanations of the Youth Code of Conduct.

VII. YOUTH INCENTIVES FOR POSITIVE BEHAVIOR:

Youth incentives shall be rendered in accordance with the LAMOD Youth and Staff Manuals (Refer to YS Policy No. B.2.7).

VIII. INAPPROPRIATE / PROBLEMATIC ADOLESCENT BEHAVIOR:

Inappropriate/problematic adolescent behaviors which do not immediately affect the safety of the unit, yet need to be addressed in order to help the youth develop more appropriate responses in the future, shall be resolved informally through LAMOD therapeutic approaches, in accordance with the OJJ LAMOD Staff Manual. Unit team members shall work together utilizing the informal resolution process to identify and change adolescent youth behavior.

IX. CODE OF CONDUCT VIOLATION PROCEDURES AND CONSEQUENCES:

Physical, abusive or sexual behavior that is found through an IS camera review shall be cause for a violation report to be written within 24 working hours of the camera viewing.

The behavior described in a Violation Report should match the appropriate rule number cited in the Code of Conduct. If the rule number needs to be changed for accuracy, any Code of Conduct staff / Committee Member shall make and initial the change or state the fact of change on the record. A change of this nature does not require a continuance of the proceedings.

A. Violations include the following: (The asterisk* refers to those violations that are subject to restorative justice / reparation.)

1. Aggravated Unauthorized Area - A youth shall not be away from his assigned area causing disruption to the normal operations of the facility, such as being on the roof of a building, etc., and includes Attempted Escape.
2. Assault (Youth/Youth)* - A youth shall not assault another youth through offensive, aggressive, intentional acts toward another youth.

Examples of assaultive behavior towards youth are:

- a. Fighting
- b. Hitting
- c. Spitting
- d. Throwing or projecting objects or other substances, including any bodily fluids or products.

3. Assault (Youth / Staff / Visitors / Volunteers / Contract Providers / Interns)* - A youth shall not assault staff/visitors/volunteers/contract providers/interns through offensive, aggressive, intentional acts toward a staff member. Examples of assaultive behavior towards staff are:

- a. Fighting
- b. Hitting
- c. Spitting
- d. Throwing or projecting objects or other substances, including any bodily fluids or products.

4. Contraband – A youth shall not possess items that are detrimental to the security of the facility or prohibited by law or facility rules/policies. A youth shall not have a positive result on a drug screen or exhibit signs of intoxication. (Examples of contraband are drugs; medications without a prescription; alcoholic beverages; yeast; tattoo machines, syringes; weapons; nude pictures; money; cigarettes; computers; computer accessories, including thumb drives; telephones/cell phones, security radios (walkie-talkies); cameras, security screens, fire alarms, keys, and locks. Refusal of a drug test shall result in an automatic finding of “guilty” on a contraband write-up.)
5. Escape* - A youth shall not depart from either the grounds of a secure facility, or from the custody and control of staff while off the grounds of the facility, or fail to return to the facility from a furlough.
6. Gang/gang-like organization/activity - Youth may not create or join any group that has not been authorized by the Facility Director. No such group shall destroy property or violate the Code of Conduct rules.
7. Property Destruction* – A youth shall not damage or destroy property of the state or others.
8. Sexual Misconduct – Youth shall not engage in sexual behavior with any other person or in front of any other person, or threaten to conduct sexual acts with staff or youth. Examples of this include, but are not limited to:
 - exposing your genitals to others,
 - masturbation,
 - making sexually aggressive statements to staff or youth,
 - groping, touching or fondling.

Sexual misconduct also includes sexual coercion, which is the use of debt, threats of physical harm, peer pressure, deceit, personal favors, or positional authority to force or lure sexual favors from a person, including but not limited to, sexual fondling, oral sex and sexual intercourse.

Sexual solicitation of sexual favors from any person committed to the care of custody of YS or any YS staff member is also a form of sexual misconduct.

9. Tampering with Security Devices* - Youth shall not touch, obstruct, activate or interfere with security devices in any manner. These devices include computers, telephones, radios, cameras, security screens, fire alarms, keys, locks, security log books, security paperwork, etc.
10. Theft* – Youth shall not steal from each other, staff, visitors, volunteers, interns or the state, or be in possession of stolen items.
11. Threats and Intimidation – A physical threat or verbal assault on staff or another youth with malicious intent to harm.

B. Pre-hearing Procedures:

1. Violation Reports (See JETS sample attached) shall be written by the reporting employee, who shall provide a copy to the youth by the end of the shift, but no later than 24 hours from the time of the violation. The youth shall make his election of a staff representative when presented with the Violation Report. If the youth refuses or is unable to sign the Violation Report, the reason must be documented on the form along with two (2) employee's signatures who witnessed the refusal or inability to sign. Failure to obtain the appropriate staff signatures or failure by staff to present the Violation Report to the youth within the 24 hour period shall result in a dismissal of the Violation Report. A youth's refusal to accept the Violation Report shall not in any way delay the hearing process.
2. The Violation Report Supplemental Page [See attachment B.5.1 (b)] shall be used as needed in addition to the Violation Report.

C. Rights and Notices:

1. A youth has the right to receive a copy of the Violation Report before the end of the reporting employee's shift, but no later than 24 hours from the time of the violation.
2. A youth has the right to receive notice of the time and date of the hearing a minimum of 24 hours prior to the hearing. The Notice of Hearing [See attachment B.5.1 (c)], shall be handed to the youth or posted in his housing unit and/or dining area.
 - a. The Notice of Hearing shall cite the youth's name, Client ID#, the date of the violation report, violation number(s), the date and time of the Code of Conduct Hearing, the Hearing Officer, the date and time the notice is posted, and by whom the notice is posted.

- b. The youth's Hearing Rights [See attachment B.5.1 (d)] relating to the hearing process shall be posted with the Notice of Hearing. If the Notice of Hearing is handed to the youth, a copy of the youth Hearing Rights relating to the hearing process shall be given to him as well.
 - c. If the Code of Conduct Hearing is held less than 24 hours from the time of the Notice of Hearing, Waiver #1 [See attachment B.5.1(e)] must be signed by the youth and witnessed by a staff member. If the youth does not sign the waiver, the hearing must be held 24 hours after the notice is given to the youth.
3. A youth has the right to be present at the Code of Conduct Hearing unless he waives this right by signing Waiver #2 [See attachment B.5.1 (e)] or by exhibiting disruptive behavior which shall be documented on the record. The youth's signature on Waiver #2 must be witnessed by a staff member. If the youth refuses or is unable to sign the waiver, this must be documented on the form with the Code of Conduct Officer/staff member signature, and another employee signature who witnessed the refusal or inability to sign.
4. A youth has the right to request a staff member to represent him during the Code of Conduct Hearing. The youth shall make this selection on the Violation Report at the same time he is given the report and signs for it. If his specified representative is not reasonably available, another staff member shall be appointed to represent him.
5. A youth has the opportunity to present evidence and may request witnesses (another youth or staff) to provide testimony on his behalf. This Motion to Call Witnesses shall be made at the time of the hearing. The Committee and the youth may also agree to stipulate to testimony rather than obtaining the witness' presence. If the youth is denied the opportunity to present evidence or request witnesses, the reason for the denial shall be documented on the Violation Report.
6. A youth has the right to receive a copy of the decision, including reasons for the disposition and consequence(s) at the conclusion of the Conduct Code Hearing.
7. A youth has the right to appeal the decision to the Facility Director and to receive a copy of that decision. (Refer to Section IX.I)

8. A youth has the right to have the Deputy Assistant Secretary/Facilities review the Facility Director's decision, and to receive a copy of that decision. (Refer to Section IX.I)
9. The Code of Conduct/Legal Programs Officer/designee shall ensure that the Notice of Hearing is posted, and that all of the necessary waivers and forms are made available to the youth in advance of the Code of Conduct Hearing as described in Section IX.E. below.

D. Rights and Notices of youth placed in Crisis Intervention Unit (CIU) immediately following an offense:

1. Youth shall be removed from CIU prior to their Code of Conduct Hearing if their behavior is no longer an imminent threat to the safety of the facility, staff and youth. (Refer to YS Policy C.4.5).
2. The continued use of CIU prior to a Code of Conduct Hearing shall be reviewed by the Facility Director/designee a minimum of three (3) times per day, to ensure that placement in CIU continues to be necessary prior the Hearing.
3. A youth has the right to receive a copy of the Violation Report before the end of the reporting employee's shift. The same processes as described under IX. B. apply.
4. The youth's Hearing Rights relating to the hearing process shall be given to him as soon as possible after his placement in CIU.

NOTE: Waiver #1 is not required for youth placed in CIU immediately after the offense is committed due to the mandatory 24 hour Code of Conduct Hearing as described in IX.b. above.

5. A youth has the right to be present at the hearing unless he waives this right by signing Waiver #2 or by exhibiting disruptive behavior which shall be documented on the record. The youth's signature on Waiver #2 must be witnessed by a staff member. If the youth refuses or is unable to sign the waiver, this must be documented on the form with the Code of Conduct Officer/staff member signature, and another employee signature who witnessed the refusal or inability to sign.

6. A youth has the right to request a staff member to represent him during the Code of Conduct Hearing. The youth shall make this selection on the Violation Report at the same time he is given the report and signs for it. If his specified representative is not reasonably available another staff member shall be appointed to represent him
7. A youth has the opportunity to present evidence and may request witnesses (another youth or staff) to provide testimony on his behalf. This Motion to Call Witnesses shall be made at the time of the hearing. The Committee and the youth may also agree to stipulate to testimony rather than obtaining the witness' presence.
8. A youth has the right to receive a copy of the decision, including reasons for the disposition and consequence(s) at the conclusion of the Code of Conduct Hearing.
9. A youth has the right to appeal the decision to the Facility Director and to receive a copy of that decision. (Refer to Section IX.I)
10. A youth has the right to have the Deputy Assistant Secretary/Facilities review the Facility Director's decision and to receive a copy of that decision. (Refer to Section IX.I)
11. The Code of Conduct/Legal Programs Officer/designee shall ensure that all of the necessary waivers and forms are made available to the youth in advance of the Conduct Code Hearing.

E. Code of Conduct Violation Hearing Procedures:

1. Conduct Code Committee
 - a. The Code of Conduct/Legal Programs Officer shall be assigned by the Facility Director and is responsible for coordinating, scheduling, publishing hearing notices, conducting and chairing the Code of Conduct Hearings or selecting and training others to conduct and chair the hearings. The hearings shall take place in a private setting. All hearings must be audio recorded.

- b. The Code of Conduct Committee shall be composed of three (3) impartial members from a minimum of two (2) of the following disciplines, one (1) of whom shall be designated and trained by the Code of Conduct/Legal Programs Officer to be the Code of Conduct Committee Chairman:
 - 1) Juvenile Justice Specialist,
 - 2) education,
 - 3) social services, and
 - 4) administrative personnel.
- c. The Code of Conduct/Legal Programs Officer shall ensure that Committee members are appropriately trained in the Code of Conduct, its rules, and the proper way to conduct a Code of Conduct Hearing.

2. Procedures

- a. The Code of Conduct Hearing shall take place within three (3) days, excluding weekends and holidays, following the issuance of the Violation Report.
- b. **Exception I** - youth in CIU shall have a hearing within 24 hours from the time they are placed on the unit. Code of Conduct Committee Hearings held on the weekends may be conducted by a two-member Committee, provided the person responsible for setting up weekend hearings has made every effort to locate a third member and has been unsuccessful. This person shall state, for the record, their efforts to locate the third Committee member. If this deadline cannot be met for administrative reasons, the hearing shall take place at the next available Code of Conduct Hearing after the youth was placed in CIU. (Refer to YS Policy C.4.5)

Exception II – SMI youth in CIU shall have a hearing within 24 hours from the time they are placed on the unit. If the contracted health care provider is not available on weekends/holidays, the hearing shall take place at the next available Code of Conduct Hearing following the youth's placement.

- c. The Code of Conduct Officer/Staff Representative/Code of Conduct Committee must, on the record, advise the youth of their Hearing Rights before a hearing, and ask if the youth understand their rights. The youth's answer must be recorded on the Violation Report.
- d. Youth wishing to waive the 24 hour Notice of Hearing and/or their presence at the hearing, shall execute the attached Waiver form prior to or at the beginning of the Code of Conduct Hearing.

3. The Code of Conduct Hearing

- a. Before an individual youth enters the room for his Code of Conduct Hearing, the Code of Conduct Officer shall provide a copy of the Violation Report to the Committee members, or ensure that the Committee reads the Violation Report into the record at the beginning of the hearing.
- b. The youth and/or his representative shall have an opportunity to respond to the Violation Report by presenting his case to the Committee.
- c. The youth shall have the opportunity to make a statement and present documentary evidence and witnesses (another youth or staff) on his behalf. If the Committee denies the youth's request for a witness or for documentary evidence, the reasons for that denial shall be recorded on the Violation Report.
- d. Each hearing shall last as long as necessary to allow a full statement by the youth and/or his Staff Representative, and for the Chairman and Committee members to ask questions.
- e. Appropriate staff (e.g. contracted health care provider or SSD staff) shall be assigned to represent the SMI and/or MR youth at Code of Conduct Hearings, along with the youth's staff representative as described in Section IX.H.
- f. The youth whose violation is being heard may be excluded during the testimony of another youth/witness whose testimony must be given in confidence. Reasons for the removal or exclusion of a youth from the hearing process must be stated on the record in the youth's presence.

4. The Decision

- a. Once all parties are heard, the Code of Conduct Committee shall deliberate and complete the voting section of the Violation Report, which indicates the decision as guilty, not guilty or dismissed.
- b. The Committee shall only consider evidence and testimony that it hears or receives during the hearing.
- c. The Committee's decision shall be recorded on the bottom portion of the Violation Report.
- d. At least two of a three-member Conduct Code Committee must concur to render a decision. A two-member Committee must reach a unanimous decision or dismiss the Violation Report.
- e. At the completion of the hearing, the youth shall be provided a copy of the completed Violation Report. The original shall be maintained in the youth's Master Record under Clip VI. A copy shall be maintained by the Code of Conduct/Legal Programs Office for entry into the COC/Assaults database in Lotus Notes within three (3) working days.

5. Consequences for Violations

- a. Consequences to be imposed when a guilty decision is rendered are listed below:
 - 1) Non-monetary restitution (chores/service work)
 - 2) Community Services inside/outside (Restorative Justice)
 - 3) Facilitate groups on relevant issues
 - 4) Book reports
 - 5) Mediation
 - 6) Recommend LAMOD Stage reduction in accordance with YS Policy B.2.7

- 7) Assignment to a specific skill development group that is not on the youth's treatment plan.
 - 8) Mandatory attendance in a specific core program.
 - 9) Loss of one (1) off-grounds recreational activity or restriction from activity, not to exceed one occurrence.
 - 10) Recommend change in job, housing unit assignment or work status.
 - 11) Restriction to telephone use outside of minimum allowed, not to exceed one (1) week.
 - 12) Loss of visitation privilege(s) up to 1 week if violation was associated with visitation.
 - 13) Revoke pending or upcoming approved furlough(s).
- b. If a youth is found guilty of injuring someone, damaging or destroying property, escaping or attempting to escape, causing or attempting to cause injury to himself or others, theft or tampering with security devices, monetary restitution in a fixed amount may be ordered as an enhancement to the consequences imposed by implementing the Notice of Restitution form [See attachment B.5.1(f)].
 - c. Consequences shall be imposed at the time of the hearing, and may only be suspended if a youth pleads guilty and request an appeal prior to the end of the hearing process. There shall be no other suspension of sentences associated with the Code of Conduct. Refer to Section IX.J. for further details on the appeal process.
 - d. Violations shall be reported in the youth's Quarterly Report to the court, and discussed during Quarterly Reclassification Staffings.
 - e. Code of Conduct violations rising to the level of criminal conduct shall be referred to the District Attorney for possible prosecution. (See YS Policy C.1.3.)
6. Consequences for Code of Conduct Violations SHALL NOT include:
 - a. Corporal or unusual punishment.
 - b. Room restriction, room confinement or Time Out for more than two (2) hours without an opportunity for a minimum of two (2) hours of planned recreation per day outside the immediate unit (excluding meals and personal hygiene).

- c. Denial of access to medical and dental care, courts, legal counsel, government officials, grievance procedures, personal legal papers, and legal research materials.
- d. Different meals than those provided to other youth in the facility or program or withholding of snacks.
- e. Humiliation or mental abuse; or interference with the daily functions of living, such as eating or sleeping, for punitive purposes.
- f. Property damage.

7. Disposition of Records

- a. If the Violation Report is dismissed, it shall not be included in the youth's Master Record.
- b. If the youth is found guilty, the Code of Conduct Committee shall assign a consequence to the youth and indicate whether or not the consequence is suspended due to the youth filing an appeal prior to the end of the Hearing process. The record shall reflect that decision and the documentation shall remain in the youth's Master Record under Clip VI.
- c. If the youth is found not guilty, the Violation Report and the Code of Conduct database shall reflect that decision, however the documentation shall be removed from the youth's Master Record.

F. Review of Hearing

At the conclusion of the Code of Conduct Hearing, the hearing record shall be forwarded to the Facility Director/designee for review to ensure that the hearing was conducted in accordance with stated procedures, and that the action taken conforms to the procedures outlined in this policy.

G. Retention of Recordings of Code of Conduct Hearings/Video Camera Reviews:

Recordings of Code of Conduct Hearings and/or video camera reviews must be retained for a period of 10 years beyond the youth's 18th birthday by the facility where the hearing took place.

H. Special Population Considerations:

1. When an SMI or MR youth receives a Violation Report, the Code of Conduct Officer shall prepare an SMI/MR Youth Violation Report [See attachment B.5.1 (g)]. The Code of Conduct Officer shall forward the report, along with a copy of the youth's Violation Report, to the contracted health care provider, who shall determine if the violation is directly related to the youth's mental illness or low cognitive abilities. This determination should be made as soon as possible to avoid an unnecessary Code of Conduct Hearing, and shall be recorded on the Violation Report and returned to the Code of Conduct Officer.
2. If it is determined that the Violation was not related to the youth's mental illness and/or low cognitive abilities, the Code of Conduct Hearing shall occur according to the procedures outlined in E. above.
3. When a Violation Report is directly related to a youth's mental illness and/or low cognitive abilities, the contracted health care provider (for SMI youth), and/or the OJJ Case Manager (for MR youth), shall immediately initiate interventions designed to correct the youth's behavior, and the Code of Conduct Committee shall Dismiss the Violation Report.

I. Appeal Process:

1. An appeal is not available to youth who enter a guilty plea to the charge in a Violation Report or who waive their appearance at the hearing.
2. During the appeal process, the youth's consequence(s) are suspended until a final decision is made. If the appeal is not addressed and/or a response is not provided to the youth within the timeframe specified below, the Violation Report shall be Dismissed.

3. A youth may appeal the findings of the Code of Conduct Committee to the Facility Director/designee as described below:
 - a. At the conclusion of a Code of Conduct Hearing, after the Committee has made its findings and imposed consequences, the Committee Chairman shall ask the youth if he wishes to appeal.
 - b. The youth may appeal his case within 15 days of receipt of the decision; however the consequences shall be suspended only if the youth asks for an appeal at the conclusion of the hearing.
 - c. The Facility Director shall render a written decision no later than 15 calendar days from the date he received the appeal, and a copy shall be provided to the youth, the Code of Conduct/Legal Programs Office, and the youth's Master Record.
 - d. If the appeal is granted, the consequence(s) and the guilty plea are invalidated, and all reference to the matter shall be removed from the youth's Master Record.
4. Within five (5) calendar days of receiving the Facility Director's decision, a youth may request a review of the decision by the Deputy Assistant Secretary/Facilities. The Deputy Assistant Secretary/Facilities shall render a written decision no later than 15 calendar days from the date he receives the appeal. Copies shall be provided to the youth, the Facility Director, and the Code of Conduct/Legal Programs Office, who shall ensure that a copy is also placed in the youth's Master Record, if applicable.

X. STAFF DEVELOPMENT:

- A. All secure care and contracted health care provider staff shall receive annual training on the contents of this policy.
- B. All direct care staff shall receive training on the Youth Code of Conduct prior to supervising youth without the presence of another trained staff member.

- C. Training shall also be provided on an as needed basis when it has been determined by a Supervisor or above that compliance with this policy is not being adhered to. A copy of the documented training shall be forwarded to the individual's supervisor for Performance Planning and Review (PPR) purposes and/or disciplinary purposes.
- D. The Code of Conduct / Legal Programs Officer shall be responsible for training the Code of Conduct Committee Members and Chairpersons. Training must occur prior to participation in the Code of Conduct process.
- E. All Code of Conduct training must be entered into the Training Records Entry Completed (TREC) database.

XI. QUALITY ASSURANCE:


Continuous Quality Improvement Services (CQIS) shall routinely monitor database activity for reporting trends and for developing reporting mechanisms as necessary.


XII. IMPLEMENTATION:


The revised procedures associated with this policy as well as the revisions to the COC/Assaults Lotus Notes database shall become effective January 15, 2012.


Previous Regulation/Policy Number: B.5.1


Previous Effective Date: 9-3-09

Attachments/References:  B.5.1 (a) Youth Receipt Form 1-15-12.docx


 B.5.1 (b) Violation Report Supplemental Page 1-15-12.docx

 B.5.1 (c) Notice of Hearing 1-15-12.docx

 B.5.1 (d) Hearing Rights 1-15-12.docx

 B.5.1 (e) Waiver 1-15-12.docx

 B.5.1 (f) Notice of Restitution 1-15-12.docx

 B.5.1 (g) SMI-MR MH Form 1-15-12.docx